

State of California
Department of Community Services and Development

PROGRAM GUIDANCE

PG 11-02

Issue Date: April 12, 2011

Expiration Date: Upon Execution of Contract Amendments Incorporating New Working Capital Advance (WCA) provisions.

TO: Energy Program Contractors/Service Providers

SUBJECT: Working Capital Advance Payment Policy and Contract Requirements

Purpose	The purpose of this guidance is to delay implementation of EP11-01, WCA Payment Policy, until contract amendments are fully executed that incorporate the policy changes addressed in EP11-01.
Background	<p>The State Controller's Office (SCO) has advised that contract changes that impact contract term, allocation, and disbursement of funds, <i>including issuance of advances</i>, may only be implemented through an executed contract amendment. As a result, until the policy changes are incorporated into the Energy contracts, SCO can only issue WCA payments under the original policy contained in existing contracts.</p> <p>CSD has made it a priority to issue contract amendments to incorporate the recent WCA changes, and it is imperative for those Energy Program Contractors seeking an advance, to expedite the execution of the contract amendment.</p>
Contracts Affected	<p>This program guidance applies to the following contracts:</p> <ul style="list-style-type: none">• 2009 Department of Energy (DOE) Weatherization Assistance Program (WAP)• American Recovery and Reinvestment Act (ARRA) DOE WAP• 2010 Low-Income Home Energy Assistance Program (LIHEAP)• 2011 LIHEAP contracts.
Effective Date of Guidance	April 1, 2011
How to Request an Advance	<p>Until your contract amendment is fully executed (meaning your agency and CSD has signed the contract), the current policy is in effect that allows agencies to seek up to one-third of their expenditure projections for the quarter</p> <p>For more information on the current policies, see guidance ARRA DOE WAP No 15, Regular DOE No. 1, and 2011 LIHEAP No. 1 dated January 4, 2011. This guidance can be reviewed on CSD's website, under the Energy tab.</p> <p>See instructions below for how to request an advance.</p>

	<i>If you need an advance . . .</i>	<i>Then use. . .</i>
	. . . before your contract is executed	<p>. . . CSD 143, Working Capital Advance, dated 1/28/2011</p> <p>You can find this form on CSD's website, under the "Energy" tab.</p> <p>On the form, you need only complete "Qtr 2" (4/1/2011 – 6/30/2011)</p>
	. . . at the time you submit your contract amendment to CSD, or after the amendment is executed	<p>. . . CSD 143, Working Capital Advance, dated 3/28/2011.</p> <p>You can find this form on CSD's website, under the "Energy" tab.</p>

Potential Issues If your agency does not submit the correct version of the form, it will be sent back for correction.

Energy Program Contractors should be mindful that the advance offset may be impacted depending on when the contract amendment is fully executed because of the differences between the offset requirements under each policy.

References Code of Federal Regulations:

- 10 CFR, Chapter 2, § 600.121
- 10 CFR, Chapter 2, § 600.122
- 10 CFR, Chapter 2, § 600.220
- 10 CFR, Chapter 2, § 600.221

CSD Program Guidance:

- ARRA DOE WAP No 15
- Regular DOE No. 1
- 2011 LIHEAP No. 1 (Issued 01/04/11)
- PG 11-01 (Issued 03/28/11)

Questions Please contact your assigned field representative for guidance in completing the WCA form or questions on the policy.